

TRANSPORTATION ADVISORY COMMITTEE

Tuesday, December 19, 2017

Amy Ewerdt called the meeting to order at 8:32 a.m.

Members Present

Melissa Evans, Mike Falkinham, Sara Gaska, Debbi Groeler, Brian Jacobson, Barb Wendt, and Jim Wiersma

Also Present

Bev Behm, Sheila Drays, and Amy Ewerdt

Consideration to Deviate from the Agenda if Needed

Brian Jacobson motioned and Jim Wiersma seconded to approve to deviate from the agenda if needed. The motion carried.

Sheila discussed the 85.21 Grant and that it was ready to submit to the State. Brian Jacobson motioned and Jim Wiersma seconded to approve the 85.21 Grant. The motion carried.

Approve the Minutes of the September Meeting

Sara Gaska motioned and Jim Wiersma seconded to approve the minutes from the September 26, 2017, Transportation Advisory Committee meeting. The motion carried.

Public Forum

None

Recognize New Supervisor and new volunteer drivers

Amy Ewerdt introduced herself as the *New Supervisor and reported on the new volunteer drivers*. James Neubaum, Daniel Streblow and Earl Stutz.

Review inclement Weather Procedure

Amy reviewed the inclement *Weather Procedure* and documents she sent out.

Update on New Vans

Amy updated the committee on the *New Vans*. They will be two side loaded minivans and should be coming soon. Discussion followed.

Update Easter Seals/Getting to Work Grant

Amy and Sheila Drays *update Easter Seals/Getting to Work Grant*. Discussion followed.

Automotive Parts Class Action Litigation-Update

Sheila updated the committee on the *Automotive Parts Class Action Litigation*. Sheila mentioned that the Dodge County Corporation Counsel will take action when and if needed. Discussion followed.

Review, Discuss Committee Terms

Amy reviewed the *Committee Terms*. After discussion the committee decided the policy should be changed and tabled at a January 16th meeting.

Sara Gaska motioned and Debbi Groeler seconded to update the policy and table at next meeting.

Review, Discuss Reports needed: Donations, Mileage, Yearly Recap

Amy reviewed and discussed reports needed: *Donations, Mileage, and Yearly Recap*.

After discussion the committee decided they would still like to see these reports at the meetings.

Transportation Program Updates from Committee Members

None

Other Business

None

Next Meeting

The next meeting of the Transportation Advisory Committee will be held on January 16, 2018 in room **G52**, at 199 County Road DF, Juneau.

Adjournment

Sara Gaska motioned and Barb Wendt seconded to adjourn the Transportation Advisory Committee meeting was adjourned at 9:00 a.m. The motion carried.

Respectfully Submitted:

Amy Ewerdt

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT
TRANSPORTATION ADVISORY COMMITTEE
BYLAWS

January, 2017

A R T I C L E I

SECTION 1. NAME: The name of this Committee shall be the Dodge County Human Services and Health Department Transportation Coordination Advisory Committee hereinafter referred to as the Committee.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction shall be the County of Dodge, the State of Wisconsin.

SECTION 3. REPORTING: The activities of the committee will be reported to the Community Support Services Division Manager for appropriate action. A copy of the minutes from any meeting will be given to the Community Support Division Manager and the Human Services and Health Department Director.

A R T I C L E II

SECTION 1. MEMBERSHIP: The Committee shall consist of not more than fifteen (15) members. The members shall be representative of the consumers and Department staff that utilize or have interest in transportation services.

SECTION 2. TERMS OF MEMBERSHIP: Committee members are appointed to serve a three (3) year term. On the recommendation of the Committee, a member may be reappointed to one (1) additional three (3) year term. A majority vote by the members is required for appointment to the Committee.

SECTION 3. OFFICERS: The Chair of the Committee shall be appointed by the Director of Dodge County Human Services and Health Department. Duties to include presiding at the meetings, identifying issues to be discussed, and communicating recommendations to the Director and Human Services and Health Department Board. Also, position of Recording Secretary will be selected by the Chair. Duties to include taking minutes of the meeting, transcribing the minutes, distribution of the minutes and all other pertinent information to the Committee members on a timely basis, and all other responsibilities as deemed necessary by the Committee.

ARTICLE III

SECTION 1. PURPOSE: The purpose of the Committee shall be to protect and improve the quality of transportation services in Dodge County; assure that all people have the opportunity to access transportation services; act as a support system for volunteer drivers and other citizens involved in the delivery of transportation services; and coordinate all County transportation resources available to Dodge County residents.

SECTION 2. POWERS AND DUTIES: The powers and duties of the Committee are:

- A) To collect information about and monitor the transportation needs and opinions of transportation services consumers in Dodge County and make policy recommendations to the Community Support Services Division Manager to address these needs and opinions.
- B) To advocate for the rights of transportation services consumers within Dodge County at the local, State, and Federal level.
- C) Assist the Department in outreach efforts to identify and recruit transportation volunteers.
- D) Provide information of the needs of the consumers and transportation services of the Department to any interested parties.
- E) Promote opportunities for consumers to contribute to the program.
- F) To advise the Transportation Program Supervisor on the development and implementation of the County Transportation Plan for service.
- G) To monitor the progress of the Transportation Program in the implementation of the County Transportation Plan and the attainment of the objectives and activities as they relate to the plan.

ARTICLE IV

SECTION 1. REGULAR MEETINGS: Regular meetings of the Committee shall be held quarterly. The date and time of the meeting is to be determined by Committee members and the Transportation Program Supervisor.

SECTION 2. SPECIAL MEETINGS: Special meetings of the committee may be called by the Chair, by fifty-one (51%) percent of the membership, or by the Transportation Program Supervisor. Time of the meeting shall be determined by the person (s) calling the meeting. All members shall be informed by mail, email, phone, or personal contact at least forty-eight (48) hours before the meeting.

SECTION 3. QUORUM: Fifty-one (51%) percent of the Committee shall constitute a quorum for the transaction of business at any meeting. If a quorum is not present, business will be conducted. Any recommendations made to the Community Support Services Division Manager at this meeting are

subject to the approval of the majority of the Committee, which can be conducted by a telephone poll.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Committee. If a member fails to attend two (2) consecutive meetings without prior notice to the Transportation Program Supervisor, the Transportation Program Supervisor shall recommend to the committee that this person be removed from the Committee.

SECTION 5. PUBLIC FORUM: Program Committee meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the committee for a limited time.

ARTICLE V

SECTION 1. CONFLICT OF INTEREST: No Committee member shall participate in voting matters which would result in a real or perceived conflict of interest or in financial remuneration to the committee member or to his or her family.

ARTICLE VI

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for procedures not covered by the Bylaws.

ARTICLE VII

SECTION 1. AMENDMENTS TO BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of the Committee members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling a vote.

TRANSPORTATION ADVISORY COMMITTEE TERMS

Updated 7/10/17

<u>Name of Member</u>	<u>Term Start Date</u>	<u>Term End Date</u>	<u>Term Renew Date</u>	<u>Term Renew End Date</u>
<u>Melissa Evans</u> Adult Protective Services HDOB, 2 nd Floor 920-386-3608 Juneau WI 53039	1/2016	12/2018		
<u>Mike Falkinham</u> Van Driver 920-887-7997 HDOB, 3 rd Floor Juneau WI 53039	1/2014	12/2016	1/2017	12/2019
<u>Sara Gaska</u> Clinical Services 920-386-3490 HDOB, 3 rd Floor Juneau WI 53039	1/2013	12/2015	1/2016	12/2018
<u>Debbi Groehler</u> Debbi.groeler@mailblc.org Bethesda Lutheran Communities 600 Hoffmann Dr Watertown WI 53094 920 262-6514 or 800 369-4636 X6514	1/2014	12/2016	1/2017	12/2019
<u>Brian Jacobson</u> Green Valley Enterprises Inc 1223 Madison St Beaver Dam WI 53916 920 887-4282 Fax 920 887-4292	9/2016	12/2018		
<u>Lori Lange</u> Public Health 920-386-3676 HDOB, 1 st Floor Juneau WI 53039	1/2011	12/2013	1/2014	12/2016
<u>Michelle LeCaptain</u> Dialysis 920-887-3376 110 Monroe St Beaver Dam WI 53916	1/2015	12/2017		
<u>Barbara Wendt</u> Rider 920-206-4673 800 Hidde Dr #224 Watertown WI 53098	1/2015	12/2017		
<u>Jim Wiersma</u> Child & Families Protective Services HDOB, 2 nd Floor Juneau WI 53039; 920-386-3608	1/2012	12/2014	1/2015	12/2017
<u>Vacant</u>	1/2017	12/2019		
<u>Vacant</u>	1/2015	12/2017		